

AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-! for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Department of Education Application Number Office of Vocational Education Division of Vocational State Planning Date Received Date Completed Application Number and Operations APR 1 6 1981 APR 3 1981 Atlanta, Georgia 30334 2. Person to Contact **Working Title Telephone Number** Daniel N. Fleming State Planning and OCR MOA Coordinator 656-3435 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c.

☐ Amend Application No. ___81-113 ____ Check One: ☐ Change; ☐ Supercede; ☐ Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Vocational Education Earliest Latest A OCR (Office of Civil Rights) Evaluation Files 1979 To Date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Planning Unit of the Division of Vocational State Planning and Operations is responsible for coordinating the planning, developing and maintaining a Five-Year State Plan for statewide operation of vocational education that establishes needs, goals, policies, regulations and guidelines. This Unit is also responsible for coordinating the development and implementation of the Department's Method of Administration (MOA) of the Office of Civil Rights (OCR) guidelines for Vocational Education. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Evaluating schools for compliance with Office of Civil Rights guidelines relating to discrimination on the basis of sex or race, as a basis for determining the selection of schools for On-Site reviews. Student enrollment data, labor force and population data, work schedules, on-sit Included are: team roster and data, guidelines used in implementing state vocational education OCR, and related information used complying with OCR guidelines for Vocational Education. chronologically by fiscal year; thereunder by school system evaluated. 8. Monthly Reference Rate How often are records referred to which are: One to six months old $\underline{20}$; Seven to twelve months old $\underline{10}$; Thirteen to twenty-four months old $\underline{0}$; twenty-five months and older ____? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Cother (specify) ______; Shelves _____; Other (specify) _____

			F.S
YES NO 10. Questionnaire		mn)	
	icial copy of the series?		
- f · f		quiring security handling? If yes, cite law or regul	lation .
X Does the serie	S CONTAIN CONTIDENTIAL INFORMATION FE	quiring security nanoling? IT yes, cite law or regul	auon.
X c. Is this a vital			
I L		h value? Annual Report probably wou	
	wo documents in the file make it ned scheduled separately?	cessary to keep the entire file for a long period, cou	ıld these
		lished? If yes, attach copy. Annual Report-	none published v
	tion contained in this series ever anal	yzed and/or recorded in a summarized report?	, , , , , , , , , , , , , , , , , , ,
X It yes, attach	copy. Annual Report to tec	deral government.	
	lication of this series in your office, o	or in another office or agency?	
X If yes, where X i. Is this series (crofilmed?	
	rd series result in a computer printou		
•	The following requires t		
	- ,		
a. State Law	years.	d. Audit period	years.
b. Statute of limitationc. Federal law	years.	e. Administrative need	7years.
c. Federal law		f. Federal retention instructions	5 years.
Attach copy or excert of	aws or regulations. Explain administ	rative need.	`
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Marala de la		-7 to followell serverence an	
		al report to federal government an voc. ed. OCR compliance program.	a 10
2. Approved Disposition Inst		Is that the file series be cut off at the end of each:	
☐ Transfer to local holdi☐ Transfer to State Reco☐ Destroy.	es area month(s) ng area; hold year(s); th rds Center; hold year(s)	en	
☐ Transfer to State Arch☒ Other (Specify)	ives for permanent retention.		
			,
one (1) year after	receipt of approval of an	en hold in current files area two nual report from Federal governmen nter; hold five (5) years; then de	t, whichever
Unon nublication of	annual report send reco	rd copy to the State Archives for	nermanent
retention.	amour roport, some reco	The copy to the state attnives for	Pormonon
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These instructions apply t	o all prior and future accumulations	of the series.	
	^		
genty Head/Designee (Sign	ture) Date R	ecords Management Officer (Signature)	Date
New-Law	ury 4/2/8/	Walker L. Baumgardner	3-30-81
• •		Sente Bosovile Committee (6)	D-4-
ecommendations in para-		State Records Committee (Signature)	Date
raph 12 are approved.	State Auditor/Designee	hamskind	14-13-81
f disapproved, attach letter	Atr	0	
f explanation.)	Secretary of State/Designee	Carroll Hart	4-13-81
	Attorney General/Designee	11118	4-13-81
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

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FOR AGENCY USE	1. Agency Address	;	FOR RECORDS MA	NAGEMENT USE		
Application Date	Department of Education Application Number					
	Office of Vocational Edu		81-11	3		
Application Number	Division of Vocational S	- 1	Date Received	Date Completed		
· ·	and Operations-Statist		·	FEB ₁ 8 1981		
0 D	336 State Office Buildir					
2. Person to Contact		Working Title		elephone Number		
Barbara F. Landay	Senior Re	search Specialis	<u>t</u>	656-3435		
3. Action Requested	A					
	Schedule; record will continue to accur					
b. Dispose of present accumulation; no further accumulation anticipated.						
c. ☐ Amend Application No Check One: ☐ Change; ☐ Supercede; ☐ Void 4. Dates of Series						
Earliest Latest						
1			. 1			
1980 To Date OCR (Office of Civil Rights) "Desk-Top" Audit Files						
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?						
The Vocational Statistical Research and Reports Unit is responsible for compiling						
statistics and providing data on vocational student enrollment in secondary and postsecondary schools; staff development needs; manpower needs of business and						
industry and employment opprotunities generated by them; specific vocational education						
	meet identified needs; ar					
short-range planning	g for vocational education	programs. The un	nit disseminate	s information		
to school systems,	the public, and other Divis	sions within the l	Department and	Office		
of Vocational Educat	tion, and assists with othe	er Division activ	ities as requir	ed.		
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	· ·					
7. Record Series Description	This file contains the following doc Attach samples of the file.	£				
Documents relating to: En	valuating schools for completed	liance with Offic on the basis of s	e of Civil Righ ex or race, as	ts guidelines a basis for		
d	etermining the selection of					
	t enrollment data, labor fo					
inform	ation used in ranking school	ols according to	degrees of non-	compliance.		
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4	•			•		
Photo A comment	and the second second second					
Pile is arranged: Chrono	logically by fiscal year;	thereunder by sch	ool system eval	uated.		
	·			·		
8. Monthly Reference Rate How often are records referred to which are:						
One to six months old 20 ; Seven to twelve months old $8-10$; Thirteen to twenty-four months old 0 ; twenty-five months and older 0 ?						
twenty-five months and old	er0?	*				
l Q - Annual Pata of Accumulati	on of Becords					
Letter-size drawers1/2	; Legal-size drawers	; Shelves;	Other (specify)			
·	_		•			

YES NO	10. Questionnaire (Place an "X" in the proper column)					
x	a. Is this the official copy of the series? If not, where is it?					
x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
X	c. Is this a vital record?					
X						
N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these					
- ' <u>''</u> X						
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
<u> </u>						
<u> </u>	h. Is there a duplication of this series in your office, or in another office or agency? X If yes, where?					
-X	X i. Is this series (or a major portion of it) regularly microfilmed?					
X	X j. Does the record series result in a computer printout?					
11. Retent	tion Requirements The following requires the series to be kept:					
a. Sta	te Lawyears. d. Audit periodyears.					
b. Sta	atute of limitationyears. e. Administrative need5years.					
c. Fed	deral lawyears, f. Federal retention instructionsyears.					
Attack						
	h copy or excert of laws or regulations. Explain administrative need.					
N€	eeded to substantiate data in annual report to federal government.					
12. Appro	red Disposition Instructions This agency recommends that the file series be cut off at the end of each: □ Calendar Year; □ Fiscal Year; ☑ Other <u>See Below*</u> then,					
	del in the groupe of files and a second of the second of t					
	old in the current files area month(s) year(s); then					
	ansfer to local holding area; holdyear(s); then					
1	ansfer to State Records Center; holdyear(s); then					
De:	The state of the s					
	ansfer to State Archives for permanent retention. her (Specify)					
*	Cut off files at end of each fiscal year; then hold in current files areaone (1)					
	year or until receipt of approval of annual report from Federal government; whichever is sooner; then transfer to State Records Center; hold five (5) years; then destroy.					
1						
	· ·					
These	instructions apply to all prior and future accumulations of the series.					
	A					
Agency He	pad/Designer (Signature) Date Records Management Officer (Signature) Date					
BIK	V. G. Laurens 2/4/81 Walker L. Bannaardner 2-5-81					
	State Records Committee (Signature) Date					
	ndations in para-					
	re approved. Oved, attach letter State Auditor/Designee					
of explanat						
	Attorney General/Designee ///////////////////////////////////					
AR-50-71;						